

INSTRUCTIONS FOR COMPLETING THE DIRECT DEPOSIT SIGN-UP FORM
U.S. FISH AND WILDLIFE SERVICE-DIVISION OF BIRD HABITAT CONSERVATION

The person(s) with the authority to access your bank account must complete the Direct Deposit Sign-up Form. **Disregard the directions located on the back of the Direct Deposit Sign-up Form and follow the instructions below as they have been customized for the U.S. Fish and Wildlife Service-Division of Bird Habitat Conservation.**

Since this form is related to financial information, it may not contain any evidence of changes or corrections, including whiteout or strikethrough. Forms with alterations or corrections will be returned with a request to re-submit.

Section 1 (To be Completed by Payee)

- A. Type/print your organization's name, address, and telephone number. Do not enter an individual's name in this block.
- B. Leave blank or type/print the name of your organization. Do not put an individual's name in this field, unless the grant was actually awarded to the individual.
- C. Type/print your Federal Employer Identification Number. This number is commonly referred to as an EIN or TIN and is the 9-digit tax identification number issued by the Internal Revenue Service.

If you do not have a tax identification number, type/print "DO NOT HAVE A TAX ID NUMBER" and include a brief explanation (ex. International Organization).
- D. Check the type of bank account "Checking" or "Savings".
- E. Type/print the account number at your accredited bank to which the funds will be "direct deposited".
- F. Check the "Other" box and type/print U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation.
- G. Leave blank.

PAYEE/JOINT PAYEE CERTIFICATION

The individual(s) having signature authority for the bank account must sign and date this section.

Section 2 (To be Completed By Payee or Financial Institution)

Government Agency Name: U. S. Fish and Wildlife Service
Division of Bird Habitat Conservation
Address: 4401 North Fairfax Drive-Mail Stop: MBSP-4075
Arlington, VA 22203 USA

Section 3 (To be Completed by Financial Institution)

The bank's representative must complete this section, sign the form and provide a telephone number for contact purposes.

Please note that the **depositor account title has to be filled in and must match the payee name that has been inserted in Block A.**

Distribution

1. Maintain a copy of the Direct Deposit Sign-up Form for your records.
2. Promptly mail the completed original (no copies or faxes) to the address in Section 2. The payment account cannot be setup without a properly completed form.

Revisions/Changes to Information on the Direct Deposit Sign-up Form

Complete a new Direct Deposit Sign-up Form if any of the data changes. Type/print **"REVISED"** on the top margin of the form and note your Payment Management System (PMS) Account Number. Mail the revised form to the address in Section 2.

Revised 7/31/2003